



**Billing Code: 5001-06**

**DEPARTMENT OF DEFENSE**

**Department of the Army**

**[Docket ID: USA-2015-0011]**

**Submission for OMB Review; Comment Request**

**ACTION:** Notice.

**SUMMARY:** The Department of Defense has submitted to OMB for clearance, the following proposal for collection of information under the provisions of the Paperwork Reduction Act.

**DATES:** Consideration will be given to all comments received by **[INSERT DATE 30 DAYS FROM DATE OF PUBLICATION IN THE FEDERAL REGISTER]**.

**FOR FURTHER INFORMATION CONTACT:** Fred Licari, 571-372-0493.

**SUPPLEMENTARY INFORMATION:**

**TITLE, ASSOCIATED FORM AND OMB NUMBER:** Employee Travel Files; 0702-XXXX.

**TYPE OF REQUEST:** Existing collection in use without an OMB Control Number.

**NUMBER OF RESPONDENTS:** 350.

**RESPONSES PER RESPONDENT:** 1.

**ANNUAL RESPONSES:** 350.

**AVERAGE BURDEN PER RESPONSE:** 45 minutes.

**ANNUAL BURDEN HOURS:** 263.

**NEEDS AND USES:** The information collection requirement is necessary to process official travel requests for military and civilian employees of the Army and Air Force Exchange Service; to determine eligibility of the individual's dependents to travel; to obtain the necessary clearance

where foreign travel is involved, including assisting individuals in applying for passports and visas and counseling where proposed travel involves visiting/transiting communist countries and danger zones.

**AFFECTED PUBLIC:** Individuals or households.

**FREQUENCY:** On occasion.

**RESPONDENT'S OBLIGATION:** Required to obtain or retain benefits.

**OMB DESK OFFICER:** Ms. Jasmeet Seehra.

Comments and recommendations on the proposed information collection should be emailed to Ms. Jasmeet Seehra, DoD Desk Officer, at [Oira\\_submission@omb.eop.gov](mailto:Oira_submission@omb.eop.gov). Please identify the proposed information collection by DoD Desk Officer and the Docket ID number and title of the information collection.

You may also submit comments and recommendations, identified by Docket ID number and title, by the following method:

- Federal eRulemaking Portal: <http://www.regulations.gov>. Follow the instructions for submitting comments.

*Instructions:* All submissions received must include the agency name, Docket ID number and title for this **Federal Register** document. The general policy for comments and other submissions from members of the public is to make these submissions available for public viewing on the Internet at <http://www.regulations.gov> as they are received without change, including any personal identifiers or contact information.

**DOD CLEARANCE OFFICER:** Mr. Frederick Licari.

Written requests for copies of the information collection proposal should be sent to Mr. Licari at  
WHS/ESD Directives Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria,  
VA 22350-3100.

Dated: November 23, 2015.

Aaron Siegel,

Alternate OSD Federal Register

Liaison Officer,

Department of Defense.

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